

# **Hebden Royd Town Council - Person Specification**

## **Climate Emergency and Biodiversity Coordinator**

**POST GRADE: NJC Point 21-23 FTE £26,975 - £28,226 (Pay Award Pending) - Up to 0.6 FTE Permanent Post**

**Job Summary: This post has been created to pursue the goals and objectives of the HRTC Climate Emergency Committee Action Plan and manage the HRTC allotments. The successful candidate will be highly motivated with a passion for raising awareness of the climate emergency and achieving change. They will also have proven experience of working effectively with different groups of people and excellent communication and media skills. The post will also involve facilitating wider community involvement in all the Councils Climate Emergency initiatives and establishing a “Friends of Groups” e.g. in the Council's Woodmeadow site.**

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>EXPERIENCE</b>	<p>Experience of working in ecology / sustainability / horticulture</p> <p>Experience of effective project management OR professional background with demonstrable transferable skills in managing projects or initiatives</p> <p>Experience of coordinating and developing partnership working with individuals, organisations &amp; external bodies as well as managing and working effectively with volunteers with or within community groups.</p> <p>Experience of presenting findings to a wide audience.</p> <p>Experience of organising activities / events</p> <p>To demonstrate the ability to be an effective part of a team, supported by, and supporting colleagues.</p>	<p>Experience of developing and implementing strategies to address climate change</p> <p>Research and analysis skills demonstrating evidence of the ability to identify and diagnose problems/issues and develop innovative solutions.</p> <p>Experience in the field of energy management and/or climate change, and/or sustainability.</p> <p>Managed projects within the climate change and sustainability field and contributed to the planning and delivery of programmes.</p> <p>Experience of using social media to promote engagement and writing effective press releases</p>	<p>Application form, interview and references.</p>
<b>QUALIFICATIONS / KNOWLEDGE</b>	<p>A Levels / NVQ Level 3 or equivalent qualifications. (in what)</p> <p>Minimum GCSE (Grade C / 4 and above) in Maths and English.</p> <p>Horticulture or other land-based professional qualification OR extensive horticultural / practical ecology / sustainable development experience</p> <p>Ability to demonstrate extensive knowledge of climate change including:</p> <ul style="list-style-type: none"> <li>• Current legislation, guidance and policies</li> <li>• Strategies that represent best</li> </ul>	<p>Relevant professional /vocational qualifications</p> <p>Knowledge of habitats</p> <p>An awareness of the impact of multiple forms of deprivation on the lives of disadvantaged people</p>	<p>Education certificates</p> <p>Application Form</p> <p>Interview</p>

	<p>practice</p> <ul style="list-style-type: none"> <li>• Emerging developments</li> <li>• Evidence base for climate change</li> </ul>		
<b>SKILLS AND ABILITIES</b>	<p>Ability to communicate with and establish effective professional relationships with a wide range of people</p> <p>Ability to motivate and inspire community members, colleagues and other stakeholders</p> <p>Good ICT skills including use of standard Microsoft applications and ability to create and use Excel spreadsheets, PowerPoint presentations</p> <p>Excellent verbal and written communication skills.</p> <p>High levels of literacy and numeracy.</p> <p>Ability to manage resources</p>	Ability to coordinate training for staff, volunteers and members of the community	From application form, questioning at interview and practical tests.
<b>TRAINING</b>	Willingness to undertake training.	Further specialist training relevant to role	From application form and interview.
<b>DISPOSITIONS / ADJUSTMENTS / ATTITUDE</b>	<p>Self-motivated and proactive individual, able to use own initiative without supervision.</p> <p>Understanding of and passion to work in area of climate change action and awareness raising.</p> <p>Excellent time management and organisational skills with the ability to work under pressure. Successfully cope with a varied workload, prioritise and set deadlines and manage conflicting and changing demands.</p> <p>Flexible and adaptable with can do and</p>		From questions at Interview and application form.

	problem-solving attitude. Commitment to and an understanding of equality and diversity issues.		
<b>CIRCUMSTANCES</b>	Available to work evenings and weekends when required		From questions at Interview and application form.